

GRANTS



Guidance for First-Time Users of Grants.gov

NOAA Office for Coastal Management
coast.noaa.gov

Introduction

First-time users of Grants.gov must complete several steps to register. These steps may take some time to complete, so applicants should begin the Grants.gov process at least four weeks before a proposal submission deadline. Applicants from universities should first contact their Office of Sponsored Programs to determine if their organization has already registered to use Grants.gov and if other mandatory information has been established, such as the organization's DUNS number (see step one below). Applicants from other organizations should check with their business or financial offices to determine if their organization is registered to use Grants.gov.

While anyone can explore Grants.gov and download grant applications, only an authorized organizational representative (AOR) has the authority to sign and submit these applications on behalf of a company, organization, institution, or government. To become an AOR, an applicant must register with Grants.gov and gain authorization from his or her organization's e-business point of contact. The e-business point of contact determines who is allowed to submit grant application packages on behalf of an organization and is a primary role established through the Grants.gov registration process. There is no limit to the number of people who can register from an institution to use Grants.gov.

Steps and Estimated Times to Register on Grants.gov

Note: the registration process takes approximately three to five days to complete, but allow four weeks to complete all steps.

1. **Obtain a DUNS number (takes one day).** All applicants for federal funding must have a Dun and Bradstreet, or DUNS, number to complete their application package. A DUNS number is a unique nine-digit identification number issued free of charge. Check first with your organization's business or financial office to find out if your organization already has a DUNS number by contacting Dun and Bradstreet at (866) 705-5711, or refer to www.dnb.com/US/duns_update/index.html. If your organization does not have a DUNS number, the estimated time to complete this step is one day. The DUNS number must correlate with the name of recipient organization listed on the Application for Financial Assistance (SF-424).
2. **Register with the System for Award Management (SAM) (takes one to two weeks for processing) (although registration is a one-time process, Sam.gov registrations must be updated at least one time a year).** If you already have a taxpayer identification number (TIN),

your SAM registration will take three to five business days to process. If you are applying for an employer identification number (EIN), allow up to two weeks to complete this process. An authorizing official of your organization must register with SAM. Register at www.sam.gov/portal/public/SAM.

3. **Become an authorized organizational representative (takes one day).** The e-business point of contact (E-Biz POC) at your organization must log on to *Grants.gov* to confirm you as an authorized organizational representative (AOR). Note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. The total estimated time for completing this step will depend on the responsiveness of your E-Biz POC.
4. **Track authorized organizational representative (AOR) status.** At any time, you can track your AOR status by logging on as an applicant (enter user name and password from Step 3) at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

Steps for Applying for Funds through Grants.gov

1. **Find the grant opportunity you are interested in** by using the Grants.gov search interface at www.grants.gov/web/grants/search-grants.html. You can search by using basic or advanced information.

Basic search criteria includes a keyword, funding opportunity number, or a Catalog of Federal Domestic Assistance number.

Advanced searches can factor in funding opportunity dates, funding activity category, funding instrument type, eligibility, agency name, along with any of the basic search criteria.

Grants.gov also allows anyone to register to receive e-mail updates (www.grants.gov/web/grants/manage-subscriptions.html) as new grant opportunities are posted to Grants.gov. Anyone can also sign up to receive e-mail notices of any changes to any specific grant application packages or federal funding opportunity announcements.

2. **Apply for the grant you are interested in** by selecting the “package” tab associated with the federal funding opportunity announcement. Then refer to the “select package” option which will allow you to navigate to the “Apply Now Using Workspace” selection. More information on the application process is provided under www.grants.gov/web/grants/applicants/apply-for-grants.html.
 - a. **Download the grant application package and application instructions** for the grant you wish to apply for. You will need to enter the funding opportunity or the Catalog of Federal Domestic Assistance (CFDA) number to access the application package and instructions. The NOAA Office for Coastal Management’s CDFA numbers are: 11.419, 11.420, 11.473, and 11.482.
 - b. **Complete the selected grant application package.**
 - c. **Submit the completed Grant Application Package online.**

Tracking Application Package Submitted through Grants.gov

After successful electronic submission of the application through Grants.gov, the person submitting the application will receive within three emails from Grants.gov updating them on the progress of their application.

1. The first email will be delivered within 24 to 48 hour after submission of the application to confirm receipt of the application by the Grants.gov system.
2. The second email will be delivered within 24 to 48 hours after submission of the application to indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors.
3. The third email will be sent when the application has been downloaded by the federal agency. Only validated applications are sent to NOAA for review.